



Grade Appeal Form:

All grade appeals must be filed within 30 days of delivered transcript. Any disputes received by the Registrar Office after that timeframe will not be reviewed. Please send this form to icadrequests@k12.com or e-fax to 1.866.539.8631. Please include supporting documents as necessary.

K¹² International Academy will review eligible requests and respond within 10 business days after a thorough investigation. All decisions are final.

Student Information:

First Name	Last Name	DOB (MM/DD/YYYY)	Student ID
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Academic Information:

Disputed Course(s):

Course Code	Course Name	Received Grade	Requested Grade
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Course Code	Course Name	Received Grade	Requested Grade
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Course Code	Course Name	Received Grade	Requested Grade
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The K¹² Private Academy is fully accredited by SACS/CASI, a division of Cognia. We are a diploma granting institution recognized by the Commonwealth of Virginia on the authority of the Virginia Council for Private Education.



Reason:

Signature:

A signature and date is required for processing.

Student Signature (if over 18) _____ Date ___/___/___

Parent/Guardian Signature _____ Date ___/___/___

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